

**Working Meeting Notes
Noise Control Board
November 8th, 2006**

Present: Ellen Fabian, NCB Chair, Steve Davies, Jessie Carpenter, Cpt. Ed Coursey, Acting Chief.

The working meeting allowed for open discussion regarding the role and future activities of the Takoma Park Noise Control Board. The group determined that the role of the Noise Control Board is both advisory (to the Council), as well as the function of serving as the official body that hears Two-party noise Complaints. Most of the focus of our discussion was on the advisory role. Although a quorum was not present, the working group had the following recommendations that will be made to the Council on Monday, November 20th:

- 1. Consider increasing the role and visibility of the NCB by adding information to the City's website. One of the issues that has been discussed by the Noise Control Board was that of having a non-intrusive, easy to use noise complaint process for residents. The issue here is that we know that many residents experience noise problems in their communities, but they may be reluctant to pursue avenues such as calling the police, informing Rudy Rice, or lodging a Two-Party Complaint. What we discussed was a mail site on the City's website that would allow residents to lodge noise complaints directed at a specific individual, agency or company. The City then would mail out a notice to the noise "offender" with a copy of the relevant noise ordinance regulations. This type of proactive activity could potentially curtail police activity, as well as create higher visibility regarding the City's concern with noise as a quality of life issue. The site would also include information regarding a Two-Party Complaint, also increasing the visibility of the NCB and its responsibilities.**
- 2. Another avenue for increasing the visibility of the NCB is to mail out information regarding its responsibilities under the law to active community associations in the City. These emails would also include my name and number, and offer to have a Noise Control Board member, as well as a member of the police department, attend a community meeting and describe our role and these issues. We would need City support in sending out these letters, and ensuring that proper information got to the NCB for follow-up.**
- 3. We also discussed the timing of our meetings. To date, the NCB has never had to hold a Two-Party Complaint hearing, but Jessie pointed out that the receipt of these complaints may not coincide (or be timely with) established meetings. Two things were discussed to address this issue. One was to hold regular quarterly meetings (calendared through the year in advance), and the second was to agree to hold "ad hoc" meetings as complaints or other issues (such as reviewing website complaints) may require. We also**

discussed the issue of getting quarterly reports on noise complaints from the Police Department in order to determine whether there was a pattern to the complaints, the type of activity that the NCB might engage in as a result, and for additional information.

- 4. In conjunction with #3, we discussed the viability of trying to have a 7 member board, and instead changing the by-laws so that we would only be a 5-member Board (currently, with the addition of Steve Davies, we are at 5 members).**
- 5. Ellen Fabian (and other members as available) is scheduled to meet with the Council to discuss these agenda items on November 20 at about 8:00.**
- 6. Acting Chief Coursey provided information regarding the role of several police department staff relevant to the Noise Control Board.**